

## Guam Community College Statement of Mission and Philosophy

### Mission Statement - Board of Trustees Policy 100

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

I misi6n i Kulehon Kumunid6t Gu6han, guiya i g6'hilo' i fina'che'cho' siha yan I kinahulo' i mamf6fa'che'cho' ya u na'gu6gu6ha nu i man6khilo' yan manmaolek na tiningo' yan fina'n6'guen cho'cho' siha gi iya Maikronisiha.

### Philosophy of the College

Our philosophy is to provide each and every individual seeking education at the College the opportunity to develop to their greatest potential by offering the following:

1. Responsiveness to the educational and cultural needs of the community;
2. Open door admissions and equal educational opportunity for all students regardless of sex, race, religion, past academic record, age, sexual orientation, national origin, disability, or financial resources;
3. Affirmative action for nontraditional students;
4. Quality teaching;
5. Adult Basic Education;
6. Career and Technical Education; and
7. Continuing Education and Lifelong Learning.

### Institutional Learning Outcomes

Guam Community College Students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:

Use of acquired skills in effective communication, and quantitative analysis with proper application of technology

Ability to access, assimilate and use information ethically and legally

Mastery of critical thinking and problem-solving techniques

Collaborative skills that develop professionalism, integrity, respect, and fairness

Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally

### Choosing Civility

In his book, "Choosing Civility", Professor Forni makes the point "that a crucial measure of our success in this life is the way we treat one another every day of our lives, when we lessen the burden of those around us, we are doing well, when we add to the misery of the world, we are not." Civility cultivates a civil code of decency. It requires us to discipline our impulses for the sake of others and demands we free ourselves from self-absorption. Civility is the moral glue without which our society would come apart. Civility is a wonderful tool to consider as we improve ourselves intellectually and socially.

### The 25 Rules of Considerate Conduct

1. Pay attention
2. Acknowledge others
3. Think the best
4. Listen
5. Be inclusive
6. Speak kindly
7. Don't speak ill
8. Accept and give praise
9. Respect even a subtle "no"
10. Respect others' opinions
11. Mind your body
12. Be agreeable
13. Keep it down (and rediscover silence)
14. Respect other people's time
15. Respect other people's space
16. Apologize earnestly and thoughtfully
17. Assert yourself
18. Avoid personal questions
19. Care for your guests
20. Be a considerate guest
21. Think twice before asking for favors
22. Refrain from idle complaints
23. Give constructive criticism
24. Respect the environment and be gentle to animals
25. Don't shift responsibility and blame

*From Choosing Civility. Copyright © 2002 P. M. Forni.*

### Student Rights

All students, as members of the GCC community, shall have the following rights:

- a. Freedom of expression and assembly subject to the limitations of the Student Code of Conduct and other College regulations and policies.
- b. Freedom to pursue educational goals.
- c. The right to notification by the instructor, during the first week of class and in the form of a written syllabus, of all course requirements. Such notification should include, but not be limited to, course subject matter for each class meeting, assignments and due dates, types of examinations, instructor's office hours, required texts and procedures for determination of final grades. All students have the right to adequate notice of substantive changes in course content.
- d. Freedom from unreasonable search and seizure by College officials subject to the Student Code of Conduct

and other College regulations and policies. The reasonableness of searches and seizures is determined by the College. Generally, unreasonable searches and seizures are those that are not allowed by the Student Code of Conduct, other College regulations and policies, or law.

- e. The right to conduct procedures as defined in the College Conduct System.
- f. The right to privacy and confidentiality of student records according to the Family Educational Rights and Privacy Act (FERPA). See FERPA policy for more information.
- g. The right to be evaluated fairly in all academic endeavors and to challenge an academic evaluation in accordance with the Grade Appeal Process.

## Student Responsibilities

Students, as members of the College community, shall have the following responsibilities. This should not be construed to exclude other responsibilities which students inherit as members of the student body or as citizens of the community at large:

- a. The responsibility for maintaining academic integrity and other standards of academic performance as established by College policies and regulations.
- b. The responsibility for acting in such a manner as to insure that other students may enjoy the rights declared under the Student Rights.
- c. The responsibility for respecting and complying with the Mission Statement of the College, as well as the Student Code of Conduct.
- d. The responsibility for respecting and complying with all provisions of local, state and federal laws.
- e. The responsibility for acting in a manner which promotes an atmosphere of learning, free expression and respect for the rights, dignity and worth of every individual in the College community.
- f. The responsibility for meeting financial and other obligations to the College.
- g. The responsibility to register for a Guam Community College e-mail account and to utilize it as the primary means of communication as a student.

## Academic Information and Services

### Computer Labs

The Labs, currently located in rooms D4 and D5, provide students with access to Word Processing, Spreadsheet, Database, Internet, computer orientation, Web e-mail access, course-related applications/programs, teacher utilities, and basic skills software programs. During instructional days they are available Monday through Thursday, 8:15 a.m. – 9:30 p.m., Friday and Saturday, 8:15 a.m. – 4:30 p.m. During non-instructional days it is open Monday through Friday from 8:30 a.m. – 4:30 p.m. During Easter and Thanksgiving Breaks, the labs will open from 8:30 a.m. – 4:30 pm, Monday – Friday and only upon request by

a Dean or the Vice President of Academic Affairs. All labs are closed in between semesters for preventive maintenance. All students utilizing the computer labs must have a valid student I.D. card in their possession at all times while in the labs. Students will not be allowed in the labs without an I.D. card.

### Library

On December 10, 2010, the Guam Community College Learning Resource Center (LRC), which houses the Library, opened in a new two-story 22,000 square foot state of the art facility. This facility is the first Leadership in Energy and Environmental Design or LEED-certified building for the Government of Guam. The LRC facility includes a reading area/collection section, computer work areas, a computer lab, small group meeting rooms, audio visual rooms, staff areas, and a large group meeting room. Reference and instructional services are available for classes and individual library users.

The Library presently maintains a permanent collection of about 21,000 items comprised of books, periodical titles and videos. Reference books, multimedia materials, magazines and newspapers are available for in-library use. Circulating books may be borrowed for a two-week period; videos may be borrowed for two days. Overdue fines are charged. A coin and bill operated photocopier is also available in the Library. Internet access is provided as well as accessibility to the DYNIX Public Access Catalog (DPAC) and EBSCO host full-text periodical database. The Library web page with current information can be found on the Guam Community College website.

### Registration

Registration can be performed either at the Admissions & Registration Office or online by logging into MyGCC via the college's website, [www.guamcc.edu](http://www.guamcc.edu). Nevertheless, all students are encouraged to seek academic advisement prior to registration in order to discuss course prerequisites, program requirements, or educational goals. Moreover, students in certain programs are required to meet with their academic advisors to obtain approval for their schedule before they register. These students include those declared in the Adult High School Diploma Program, Associate of Arts in Culinary Arts, Certificate in Practical Nursing, and the Criminal Justice Academy.

All international students must clear with Admissions & Registration and obtain schedule approval from their academic advisor prior to registering. In addition, all students must clear outstanding financial obligations with the college at the Cashier's Office, and have immunization updated pursuant to Guam public law, P.L. 22-130. Updated health records must be submitted to the GCC Health Services Center at least once each year.